

# Administration Service in ACCA

Spring 2026



The administration service is advice and support with the ACCA registration process, exam registration, payment of fees and – broadly – liaising with the association on your behalf.

**You focus on your studies and we take care of the rest.**

Administration is a **semester-long service** (ordered for January-June or July-December), which you can extend after the end of the semester.

The cost of the service is 300 PLN net for the first semester in which we register you with ACCA, or 150 PLN net for each subsequent semester.

## ACCA Exams

All ACCA exams are **computer based exams** (CBEs). You can sit them at home (with exam conditions, remote exams) or at exam centres.

There are two types of ACCA exams

- on-demand, which can be taken throughout the year at a time of your choosing
- session exams, which can only be taken in ACCA-designated examination sessions (in March, June, September, December).

**As part of the administration service, we can enrol you for session exams taken at ACCA examination centres (centre exams).** For remote exams you must enrol yourself, even if you use the administration service. This is due to the need to give biometric consents and to read and comply with the association's technical guidelines.

Please note that it takes a few days for BPP to process your exam enrolment – please take this into account and stick to the timetable and deadlines set within the administration.

## Registration with ACCA

Registration with ACCA **can take place at any time during the year.**

If your first exam (due to exemptions received) will be a session exam you must remember that registration with ACCA must take place **at least 14 days before the close of registration for the exams** in your chosen session. Scans of the following documents are required for registration (max. 5 MB each):

- a scan of your **identity card**;
- your **university degree diploma** (in the language of issue and a sworn translation into English);
- **a list of subjects completed during the studies** (in the language of issue and a sworn translation into English) – applies to those who wish to apply for exemption from the initial ACCA examinations;
- in the event of a change of name since graduation, a **document confirming the change of name** (in the language of issue and its sworn English translation).

In order for us to act on your behalf with ACCA you must also complete and return to us an **authorisation form**.

## Important dates

All dates in the table are official ACCA deadlines - the deadline for exam enrolment for administered clients is set by the BPP usually one week before the official close of enrolment. We want to avoid a situation where we are unable to enrol you for an exam.

	March 2026 exam sitting	June 2026 exam sitting
Standard exam entry deadline	26 January 2026	16 April 2026
Late exam entry deadline	2 February 2026	-
Exam session	2-6 March 2026	1-5 June 2026
Exam results	11 April 2026	13 July 2026

## ACCA fees for clients using the administration service

The prices below are a direct result of the prices set by the ACCA association, and BPP only re-invoices the client who uses our administration service. Prices in PLN set at the NBP foreign exchange selling rate of 26 November 2025 (1 GBP = 4,88 zł) plus 3%. In the event of exchange rate fluctuations or changes to ACCA's price list, prices are subject to change during the course of the administration service.

Initial registration	447 PLN (net)	
Annual subscription 2026	704 PLN (net)	
Exemption from 1 ACCA exam Applied Knowledge exam	432 PLN (net)	
Exemption from 1 ACCA exam Applied Skills exam	573 PLN (net)	
Price of 1 ACCA exam (Standard entry):	March 2026 exam sitting	June 2026 exam sitting
Applied Skills level exam: PM, TX-UK, TX-PL, FR, AA, FM	779 PLN (net)	Prices will be published immediately after their publication by the association.
Strategic Professional level: SBL exam	1 377 PLN (net)	
Strategic Professional level: SBR exam	1 015 PLN (net)	
Strategic Professional level exam: AFM, APM, ATX-UK, AAA	1 015 PLN (net)	